



# Non-Merit Job Vacancy Announcement

## **EXECUTIVE DIRECTOR**

<b>Pay Grade:</b>	0	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	Negotiable	<b>Work Schedule:</b>	Monday-Friday
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Ky Board Of Respiratory Care  
**Work Address:** Southcreek Park, 2365 Harrodsburg Road, B350, Lexington, KY 40504-3386  
**Work County:** Fayette

### **AGENCY COMMENTS:**

The KY Board of Respiratory Care is a government agency that regulates respiratory care practitioners and their services. The KBRC was established in 1990 to protect the citizens of the Commonwealth of KY from unsafe practitioners and practices.

### **DESCRIPTION OF JOB DUTIES:**

Serves as executive director of a board. Provides general administrative policy, support and direction within parameters as defined and assigned by the board, and performs other duties as required. Plans, coordinates and supervises programs, personnel, operations and functions of the board. Advises and represents board in meetings, and with other state agencies, and general public. Works with the board, in establishing goals and objectives for the agency. Directs all administrative and operational services, supervises other staff. Analyzes and interprets financial and programmatic data as it relates to the board. Prepares and reviews budget documents. Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as a limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives. Preferred: Graduate of accredited Respiratory Therapy program.

#### **EXPERIENCE:**

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives. Prefer minimum 3 years experience with a healthcare licensure board..

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

None.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:****(DEADLINE: 8/1/2016 )**

[Posted on: 7/20/2016 ]

Send a resume and letter of interest to Peggy Lacy Moore.

Also, complete an Unclassified Service State Application at <https://personnel.ky.gov/NonMeritCandidate/>.

**Contact Name:** Peggy Lacy Moore

**Contact Method:** Email: [peggyl.moore@ky.gov](mailto:peggyl.moore@ky.gov)

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